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2 October 1981

MEMORANDUM FOR: Chief, Central Cover Staff
Deputy Director of Operations

25X1 VIA: [REDACTED]

Deputy Director for Applications
Office of Data Processing

FROM: [REDACTED]

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ACIS Project Leader
C Division, Applications
Office of Data Processing

SUBJECT: Development of an Integrated Payroll System

1. The purpose of this memorandum is to inform you that a new, Agency-wide payroll system is now under active development by the Office of Data Processing. (AIUO)

2. The new payroll system will be known as the Automated Compensation and Information System (ACIS). The objective of ACIS is to enhance the Office of Finance's ability to accomplish its payroll function by providing it with a comprehensive, integrated payroll system. ACIS development is presently in the requirements definition stage. (AIUO)

3. Attached is the ACIS General Functional Requirements document for your review. On 20 October, a formal review of the General Functional Requirements document will be held by the Office of Finance and the Office of Data Processing. After its formal review, changes to the General Functional Requirements document must be proposed in the form of a Request for Change to be formally approved by the ACIS Configuration Control Board. (AIUO)

4. Your specific attention is directed to the planned consolidation of existing payroll systems (Sections 1.3, 2.1, 2.6, 4.10 and Section 5) and the section on Security and Control (Section 6). (AIUO)

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5. Since the introduction of changes after the formal review can seriously delay the project, please review the General Functional Requirements document, and forward written comments concerning your anticipated payroll requirements to the ACIS Project Leader, Office of Data Processing. All such requirements will be examined for incorporation as formal ACIS requirements. (AIUO)

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